



# Department of ADMINISTRATIVE SERVICES Job Postings



**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES (DMHAS)  
WESTERN CONNECTICUT MENTAL HEALTH NETWORK (WCMHN)  
JOB OPPORTUNITY  
HEAD NURSE  
OUTPATIENT**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** **PROMOTIONAL OPPORTUNITY FOR DMHAS EMPLOYEES ONLY**  
**Location:** Waterbury Area Office  
**Job Posting No:** WC027192  
**Hours:** 8:00 a.m. – 4:30 p.m., Monday – Friday, (full time, 40 hours per week)  
**Salary Range:** \$69,556.00 - \$94,184.00  
**Closing Date:** February 11, 2016

**Duties may include but not limited to:** The Head Nurse will provide clinical and administrative leadership within our Clinical Services Division. The Clinical Services Division (CSD) supports individual recovery and wellness through clinical support services including: medication monitoring, administration, and supervision, medication education, health care support, psychotherapies, and consultation. The services offered by the CSD begin with a comprehensive psychiatric assessment and collaborative treatment planning. As working lead, the Head Nurse will complete the following duties (but not limited to): lead plans for care and implementation of nursing and case management duties; determine priorities and plan unit workflow, oversee, schedule, and review work; engage in personnel activities such as conducting or assisting in performance evaluations, making recommendations for selection, performance, and discipline; lead professional and paraprofessional staff in providing client care; maintain and promote standards of nursing; ensure that controlled drugs are properly ordered, administered, and stored; provide staff training and assistance, identify staff professional development needs; participate in agency interdisciplinary meetings to promote continuity of care; prepare reports and correspondence; respond to emergencies; and may make policy and procedure recommendations. In terms of direct care, the Head Nurse will develop, implement, and evaluate health care plans independently; provide nursing consultation and assessment; provide nursing services that comply with Joint Commission standards; maintain records of stored and secured medications; provide and manages direct care independently to clients; participate in individual, group, and/or family therapy; as part of an interdisciplinary team the Head Nurse will participate in assessment, development, implementation, and evaluation of client treatment plans; manage an assigned caseload of other appropriate clinical activities; participate in home visits and crisis intervention as needed; provide clinical direction and/or in-service training to nursing and paraprofessional staff with regards to symptoms of illness, dysfunction, prevention; may consult with and make recommendations to physicians regarding health needs; and perform related duties as required.

**Eligibility Requirement:** DMHAS employees who possess the general and special experience and training may apply as promotional candidates.

**MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of and ability to independently apply nursing principles, techniques and standards; considerable knowledge of specialized patient/client care applicable to nursing assignment; considerable knowledge of medications, their actions, interactions, uses and side effects; knowledge of general and mental health conditions and treatment interventions through utilization of assessment, nursing diagnosis, outcome identification, health planning, implementation and re-evaluation; knowledge of adult learning and family systems theory; knowledge of and sensitivity to cultural and socio-economic differences; considerable interpersonal skills; oral and written communication skills; ability to establish and maintain collaborative relationships with other professionals, community resources and providers; ability to act as a role model to health care staff; supervisory ability.

**BEHAVIORAL HEALTH NURSING POSITIONS:** Considerable knowledge of behavioral health of individuals; skill working with individual patients/clients, groups and families; ability to provide therapeutic treatment with a variety of patients/clients.

**General Experience:** Two (2) years of experience as a Registered Professional Nurse

**Special Experience:** One (1) year of the General Experience must have been working with the type of patients and/or clients serviced by the agency.

**Substitutions Allowed:** A Bachelor's degree in Nursing may be substituted for one (1) year of the General Experience.

**Special Requirements:** **1. Incumbents** in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut. **2. Incumbents** in this class may be required to be fluent in a foreign language or proficient in the use of the American Sign Language in certain designated positions. Bilingual preferred. **3.** Must possess and retain a current/valid Motor Vehicle Operator's License. May be required to travel.

**Character Requirement:** In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

**Working Conditions:** Incumbents in this class may be required to lift and restrain patients/clients; may have exposure to Communicable/infectious diseases and risk of injury from assaultive/abusive patients/clients; may be exposed to disagreeable conditions.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**To be considered for this position:** DMHAS employees who are promotion candidates must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**PLEASE SEND APPLICATIONS TO:**

**Fax:** (203) 805-6440  
OR

**Email:** [Julie.Roy@ct.gov](mailto:Julie.Roy@ct.gov)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. **(P-1)**